

# Room Inspection

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**MAINTAINING DORM ROOM CLEANLINESS**

# Responsibility

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- It is your responsibility to maintain your dorm room to a high standard of cleanliness.
- Cleaning supplies are provided for you.
- Rooms will be checked by housekeeping on a regular basis.

# Know Your Cleaning Supplies

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- Vacuums are located in the hallway
- Cleaning rags are provided and located in the hallway
  - Please bring all rags back to the laundry tub provided so they can be laundered and ready for the next day
  - No more than 4 rags will be allowed left in the rooms at any given time
- Cleaning Chemicals are located under the vanity in the bathrooms
  - if bottles are empty, leave them on the table in the hallway so housekeeping can refill them
  - Glass cleaner-use on Mirrors and chrome
  - Degreaser-use for dusting furniture, counter tops, furniture, out side of toilet, bathroom floor, etc
  - Bowl cleaner and toilet mop- squirt in toilet bowl, swish with Johnny mop. Leave chemical in stool.
  - Disinfectant-spray all areas of contamination (toilet rim, flush levers, etc.)
  - Sponge-use rough side of sponge weekly to scrub soap scum buildup in shower
  - Squeegee - squeegee water off shower walls after every shower.
  - Trash liners-always use trash liner, if not available, turn trash can upside down
  - Vacuum-vacuum center of room daily, vacuum under furniture weekly

Dumpster and recycling bins are located behind shop west of the dorms

# Cleaning Supplies

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- Glass cleaner
- Degreaser
- Shower Cleaner
- Bowl cleaner & toilet mop
- Disinfectant
- Sponge
- Squeegee
- Trash liners
- Cleaning rags
- Vacuum



# Dorm Room Cleaning Procedure-Daily

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## **Dorm rooms**

### Living area:

- Empty all trash and replace liners (trash under half is acceptable)
- Dust all furniture-three shelf table, wardrobe, drawers in bed, window sills and heater units.
- Each bed should have one bedspread and one mattress pad and one pillow
- Spot clean walls, light switches and doors

### Bathroom:

- Spray acid bathroom cleaner on shower
- Put bowl cleaner in toilet bowl. Swish with Johnny mop. Leave chemical in stool
- Spray mirror and chrome with glass cleaner
- Spray counter top, sink, outside of toilet and floor with disinfectant cleaner.
- Wipe all surfaces starting with mirror, chrome countertop, sink, shower, outside of stool and floor
- Close shower door, fill toilet paper if needed, leave extra roll on back of stool.

### Other:

- Vacuum floor, move furniture as needed
- Return HVAC units to 70 degrees, fan on auto
- Lock door, windows shut
- Put supplies away
- Restock for next day
- Take trash to dumpster
- Write work orders as needed

# Team Cleaning Procures-Daily

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## **Lobby**

- Wipe all furniture and counter tops with a multipurpose cleaner.
- Empty trash, wipe lids and replace liners
- Spot clean walls, light switches and doors
- Vacuum

## **Hallways**

- Floor-Vacuum
- Spot clean halls with Multi Purpose cleaner/degreaser

## **Water Fountains**

- Spray with stainless steel cleaner and wipe with cloth
- Spray with acid cleaner as needed for hard water buildup, wipe and re-clean with stainless steel cleaner

# Shower

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## Acceptable

- Shower door is dry and clean of water spots
- Chrome is shiny-shine with cloth
- Walls and floor wiped down daily and scrubbed with sponge weekly and free of soap scum and water spots

## Unacceptable

- Shower door has water spots and soap scum buildup.
- Chrome has water spots
- Soap scum buildup on the walls and floor of shower

# Shower

8

Acceptable





# Shower

9

## Unacceptable

- Notice the dirty wash cloth below
- Soap scum buildup on floor and bottom of walls in shower



# Toilet Stool

10

## Acceptable

- Extra toilet paper may be stored on top of tank
- Wipe the following areas clean
  - Hinge area,
  - Seat,
  - outside bowl and base of stool
  - Bowl cleaner may be left Inside stool

## Unacceptable

- Dust on top of tank
- Urine, hair or dust hinge area
- Urine/fecal matter on top or bottom side of Seat
- Urine, fecal matter or hair on rim
- Dark discoloration inside stool
- Stool not flushed
- Urine, dust on outside bowl or base

# Toilet

11

Acceptable



# Toilet

12

## Unacceptable



# Mirror/Lavatory

13

## Acceptable

- Shine mirror and chrome with dry clothe
- Sink is wiped clean
- Countertop is clean
- Liquid soap or bar soap in soap dish

## Unacceptable

- Water spots
- Toothpaste, hair etc in sink
- Dirty razors, tooth brushes, water spots etc.

# Mirror/Lavatory

14

**Acceptable**



# Mirror/Lavatory

15

**Unacceptable**





# Bathroom Floor

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## Acceptable

- Floor has been wiped behind and around base of stool
- Behind door
- All of center of floor

## Unacceptable

- Lint, hair and dirt behind stool or door
- Urine around base of stool
- Urine or scuff marks on floor



# Bathroom Floor

17

**Acceptable**



# Bathroom Floor

18

Unacceptable



# Furniture

19

## Acceptable

- Books, and office supplies neat, organized
- Clothes baskets under beds or in corner by wardrobe
- Shoes lined up under bed
- No clutter
- No water rings

## Unacceptable

- Clothes left out on bed, chair or desks
- Shoes in center of room
- Trash not in trash cans
- Water rings

# Furniture

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## Acceptable

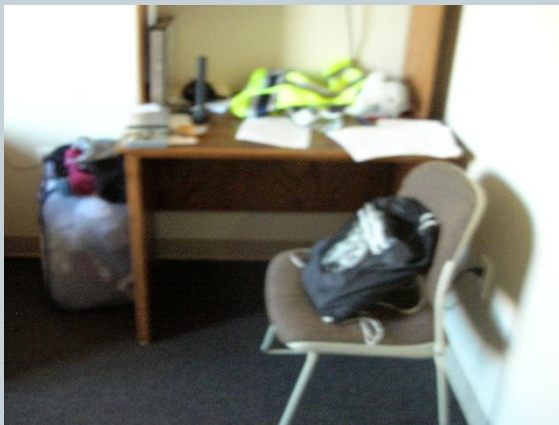
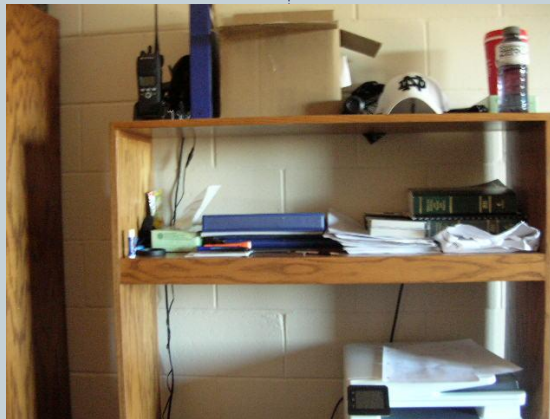




# Furniture

21

Unacceptable



# Beds To Be Made

22

## Acceptable

- Neat
- Smooth and wrinkle free
- Extra blanket and pillow folded at foot of bed

## Unacceptable

- Wrinkles and canyons
- Clothes and personal items left out on bed

# Beds To Be Made

23

## Acceptable



# Beds To Be Made

24

**Unacceptable**





# Trash Empty

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## Acceptable

- Must be under half full
- Must have a liner
- If no liners are available, turn trash can upside down

## Unacceptable

- Over half full
- No liner, when liners are available

# Trash Can

26

**Acceptable**



# Trash Can

27

**Unacceptable**



# Floors vacuumed

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## Acceptable

- Vacuum center of room daily
- Vacuum under furniture weekly

## Unacceptable

- Personal items laying around or center of room
- Lint, paper, trash, grass, etc. laying on floor

# Floors Vacuumed

29

Acceptable





# Floors Vacuumed

30

## Unacceptable



# Orderly Appearance

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## Acceptable

- Desks need and organized
- Luggage and shoes lined up neatly under bed
- hamper in corner next to wardrobe

## Unacceptable

- Shoes in middle of room
- Items left on bed
- Desk is cluttered.
- Items hanging on doors

# Orderly Appearance

32

## Acceptable



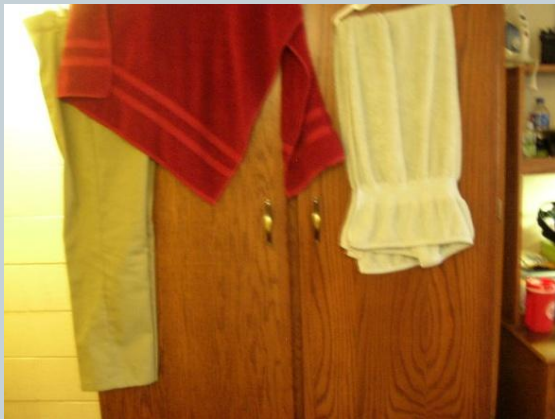


# Orderly Appearance

33

## Unacceptable

- Shoes in middle of room
- Items left on bed
- Desk is cluttered.
- Items hanging on doors



# Lounge/Hallway Cleaning

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## Acceptable

- Tables dusted, chairs to be either pushed in or put upside down on table
- Furniture should be dusted, free of clutter
- Counter top and sink wiped down
- Trash can should have liner and be below half

## Unacceptable

- Dirty dishes
- Food left out
- Ironing boards not returned to student laundry room on 1<sup>st</sup> floor
- Floors not vacuumed

# Lounge/Hallway Cleaning

35

Acceptable



# Lounge/Hallway Cleaning

36

Unacceptable



# Failure

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## Failure

- Shower is an automatic failure
- If the shower is acceptable, two or more items is a failure

## Re-inspection

- Re-inspections are to be done after class on the Friday following a failure
- All team members of both room mates are to be present at the room during the inspection



# Commonly Asked Questions

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## Question/Answer

- Is it ok to leave shampoo and body wash in the shower?  
Yes, along as you clean underneath them. bar soap left in the shower must be in a soap dish
- Can I leave my books out?  
Yes, as long as they are neat and tidy and you dust underneath them.
- Can I use my own bedding?  
Yes, fold any extra blankets or pillows at the foot of the bed. Any facility bedding you do not wish to use, please return to the linen closet
- When do you do room inspections? Will we be present at each inspection?  
Usually between 8:30 am and noon. You will be in class at that time.
- We have to be here for re inspections but can we change and take our stuff to the car at that time?  
After class is dismissed, please go directly to the room to be inspected. Be there and be ready. This will save time waiting on all team members to show and be present.
- How will we know we passed?  
A copy of the inspection form will be placed in the student mail box, who ever gathers the mail will passed them out.

# Helpful Tips

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- Wipe mirror first.
- Reserve one cleaning rag for the mirror & chrome only to wipe chrome after each restroom use
- If using bar soap, buy a cheap soap dish or switch to liquid soap. Bar soap has a tendency to build up on the shower worse than liquid soap.
- When using acid bathroom cleaner on shower, always spray from the bottom of shower and work to the top. Let soak for a few minutes. Use rough side of sponge to remove buildup
- Use a coaster or paper towel under cups, water bottles, etc to prevent water rings on furniture
- When wiping bathroom floor, wipe outside behind stool and door first working inward toward center of room
- Double check your work and your roommates work
- Pay attention to detail
- Have questions: ASK

# Requests

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- Keep cleaning chemicals in caddies to prevent chemicals from being spilled under the vanities
- If you spill anything on the carpet, please let someone know as soon as possible so we can get it cleaned up
- Please have all soiled bedding to the linen room by 8:00 am on Friday morning



# “Do Not Do” Items

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- Don't use the dead bolt to prop doors open with, use the door stops available
- Don't leave money or wallets out in plain site.
- Don't put the dirty cleaning rags in the hampers with the dirty linen. Use the blue tub provided in the hallway so they can be washed and put back into circulation
- Don't stock pile cleaning rags in your rooms. No more than 4 rags should be in your room at any given time.
- Don't throw dorm trash in stairwells or other trash cans on first floor of building, use the dumpster provided behind the shop area (west of the dorms).
- Don't put your feet on the walls
- Do not put trash in smoking urns

# Conclusion